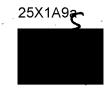
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MATERIEL MEMORANDUM # 16

SUBJECT

- : Functions of the Logistics Branch, FE
- 1. In order to acquaint all personnel of FE Division with the functions of the Logistics Branch and by whom these functions are to be performed, this memorandum is being published as a guide for all concerned.
- 2. The outlined functions will be handled by the Logistics Branch, and this Braceh will be responsible for the necessary coordination with OFC and CIA Staffs. This is to include proper processing of all communications to OFC and CIA Staffs.
- 3. The following are the functions of the Logistics Branch:

a. Mr.

25X1A9a

- (1) Will assist in the preparation of operational material requirements, estimate material costs, and advise on the availability and type of material (FY 52 requirements).
- (2) Will prepare and maintain a reference library of service publications.
 - (3) Will prepare Training Table Allowances.

b. Mr.

25X1A9a

- (1) Will coordinate all R & D activities, including being a member of the R & D Board.
- (2) Will assist in the preparation of the FY 53 material requirements.
- (3) Will coordinate foreign arms and ammunition requirements.
- (4) Will assist in the preparation of Table Allowances, Tables of Equipment, and Tables of Organization.



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25X1A9a Major (1) Will coordinate all operational transportation activities, including the shipment of personal effects. This does not include personal travel requirements. (2) Will ocordinate all automobile requirements. (3) Will coordinate all oversees constructional requirements. (4) Will coordinate all matters regarding overseas real estate natters-purchased, leased, and rental. Lt. Col. d. 25X1A9a (1) Will be responsible for all Airborne activities. Mr. **6**0 25X1A9a (1) Is in the process of setting up FE Division's Property Accountability Section. 25X1A9a **1** Mrs

(1) Will prepare and process all material

requisitions.

g_a Miss

25X1A9a

- (1) Will handle all requests for publication loans and orders. This does not include intelligence research.
- 4. Control files are being set up and will be maintained at the Logistics Branch as follows:
 - a. Requisitions, both cargo and local delivery.
 - b. All forms of shipment documents.
 - c. R & D records.
 - d. Automobile control cards.
 - e. Foreign arms and ammunition requirements.
 - f. Transportation status chart.
 - g. Inventory status, when completed,

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the Effective upon the receipt of this memorandom, the Economic of the functions as listed above will be the responsibility of the Logistics Brunch, FE, with other Staff Agencies of OFC and CIA. All personnel of the FE Division requiring the necessity to visit other OFC and CIA Staffs regarding the above functions, will coordinate such visits with the Logistics Branch, FE.

25X1A9a

FE/LB